



## Job Opening

*Our Mission: to improve the community by providing employment, education, training and support services tailored to individual needs.*

**Our Values: Success – Collaboration – People – Positivity**

|                         |  |
|-------------------------|--|
| Position:               | Retail Associate   |
| Location:               | West Main Store, Kalamazoo, MI   |
| Wage:                   | \$9.25 per hour  |
| Classification:         | Part-time Associate  |
| Number of Openings:     | 1  |
| Hours:                  | 25 hours a week. Varied shifts including days, evenings, and weekends.   |
| Submit Applications To: | <a href="mailto:westmain@goodwillswmi.org">westmain@goodwillswmi.org</a> |

Job Duties include but are not limited to:

- Serve customers and team members in a knowledgeable, respectful manner
- Assist managers in meeting sales goals through customer service and merchandising
- Perform sales transactions accurately and in accordance with Cash Handling procedures
- Follow all retail and safety guidelines and procedures
- Maintain a standard of store cleanliness
- Maintain a professional appearance
- Follow the guidance and any duties assigned by the Retail Manager

Qualifications include but are not limited to:

- Ability to positively interact with customers
- Ability to perform as a team member
- Ability to follow detailed instructions
- Ability to perform a variety of sales transactions quickly and accurately
- Skill in multi-tasking and staying calm and focused under pressure.
- Demonstrated competence in interpersonal relations and communication
- Knowledge of basic mathematics
- Previous customer service experience preferred
- Previous retail experience preferred
- High school diploma or equivalent
- Must be able to lift 35 pounds repeatedly, reaching, bending, twisting; extended periods of time standing
- Must be able to work a variety of hours and days of the week consistently
- Must pass a pre-employment drug screen and theft-related criminal background check

*Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.*